



[Name of person]

[Date]

[Address of person]

Dear [name of person]:

We are writing to inform you of two recent security incidents at Valplast Supply Services, Inc. ("Valplast"). This notice constitutes the disclosure required under Vermont Statute § 2435. *Notice of security breaches.*

Recently, within the past month, Valplast and a small number of its customers were the victims of a data security breach. It has come to our attention that when a former temporary employee of Valplast processed telephone orders for our products, he may have wrongfully obtained your credit card information. His actions were in violation of our company policies. As far as we can tell, neither this former temporary employee nor anyone else gained unauthorized access to our database system.

Valplast has taken immediate steps to prevent a recurrence of these breaches of security. In addition, we are investigating these possible breaches for purposes of determining additional information regarding the extent to which personal information in our database was actually compromised, and for purposes of pursuing action against the individual responsible.

Possible use of this information by unauthorized individuals may result in financial loss to you. To protect yourself from the possibility of identity theft, we recommend that you immediately place a fraud alert on your credit files. A fraud alert conveys a special message to anyone requesting your credit report that you suspect you were a victim of fraud. When you or someone else attempts to open a credit account in your name, the lender should take measures to verify that you have authorized the request. To place a fraud alert on your credit reports, contact one of the three major credit reporting agencies at the appropriate number listed below or via their website. One agency will notify the other two on your behalf. You will then receive letters from the agencies with instructions on how to obtain a free copy of your credit report from each.

- Equifax (888)766-0008 or [www.fraudalert.equifax.com](http://www.fraudalert.equifax.com)
- Experian (888) 397-3742 or [www.experian.com](http://www.experian.com)
- TransUnion (800) 680-7289 or [www.transunion.com](http://www.transunion.com)

When you receive a credit report from each agency, review the reports carefully. Look for accounts you did not open, inquiries from creditors that you did not initiate, and confirm that your personal information, such as home address and Social Security number, is accurate. If you see anything you do not understand or recognize, call the credit reporting agency at the telephone number on the report. You should also call your local police department and file a report of identity theft. Get and keep a copy of the police report because you may need to give copies to creditors to clear up your records or to access transaction records.



Further, you may want to avail yourself of the following Web sites and telephone numbers that make available useful information on identity theft and consumer fraud:

- Federal Trade Commission's Web site on identity theft, <http://www.consumer.gov/section/scams-and-identity-theft>.
- Social Security Administration fraud line: 1-800-269-0271

You may also consider placing a Security Freeze on their credit reports. A Security Freeze prevents most potential creditors from viewing your credit reports and therefore, further restricts the opening of unauthorized accounts. Even if you do not find signs of fraud on your credit reports, we recommend that you remain vigilant in reviewing your credit reports from the three major credit reporting agencies. You may obtain a free copy of your credit report once every 12 months by visiting [www.annualcreditreport.com](http://www.annualcreditreport.com), calling toll-free 877-322-8228 or by completing an Annual Credit Request Form at: [www.ftc.gov/bcp/menus/consumer/credit/rights.shtm](http://www.ftc.gov/bcp/menus/consumer/credit/rights.shtm) and mailing to:

Annual Credit Report Request Service,  
P.O. Box 1025281  
Atlanta, GA 30348-5283

All of us at Valplast deeply regret this possible breach of your confidential information. Please be assured that we will take the steps necessary to safeguard the personal information that we collect and maintain. If you have any questions about this matter, please feel free to contact me: Peter Nagy, President, at (516) 442-3923 or [petern@valplast.com](mailto:petern@valplast.com)

Sincerely,

VALPLAST SUPPLY SERVICES, INC.

By: \_\_\_\_\_  
Peter Nagy  
President